

Creating and Executing a Shopping Cart in it e-mart



September 2010

Purpo



se

- CHESS it e-mart Shopping Cart Process
 - Create a shopping cart
 - Not logged in (Transient Cart)
 - Logged in (Saved Cart)
 - Access a shopping cart
 - Manage a shopping cart
 - Create an RFQ from a shopping cart
 - Add RFQ'd products to a shopping car
 - Workflow a shopping cart
 - Execute a shopping cart





CREATE A SHOPPING CART

IMPORTANT TO NOTE: If products ordered on a creshipping to an OCONUS location you must submit the vendor to obtain OCONUS shipping charges the applied to your credit card.

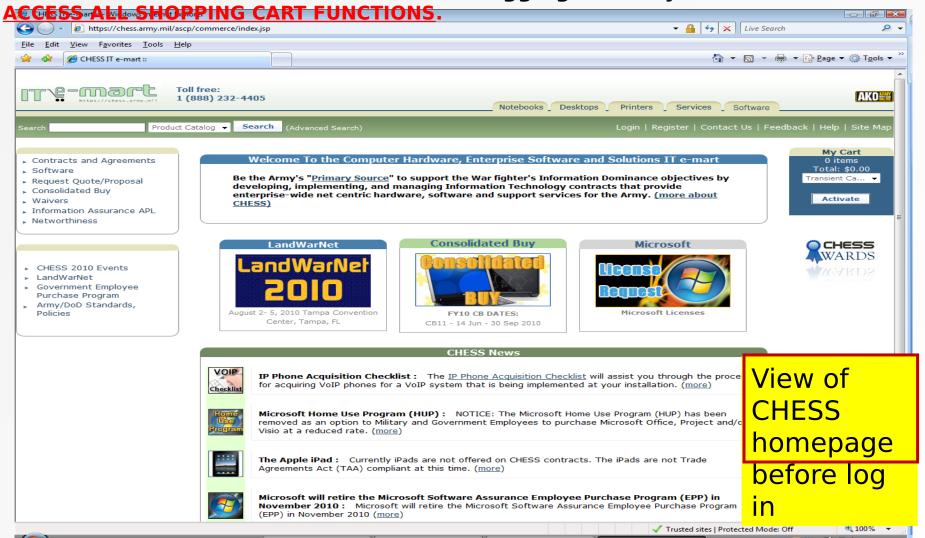
If products are shipping to California you must sul the vendor to obtain the California Environmental be applied to your credit card.



Create a Shopping Cart - CHESS Not logged in (Transient Cart) COMPUTER HARDWARE, ENTERPRISE SOFTWARE AND SOLUTIONS



You can create a transient cart without logging in, but you must LOG IN TO

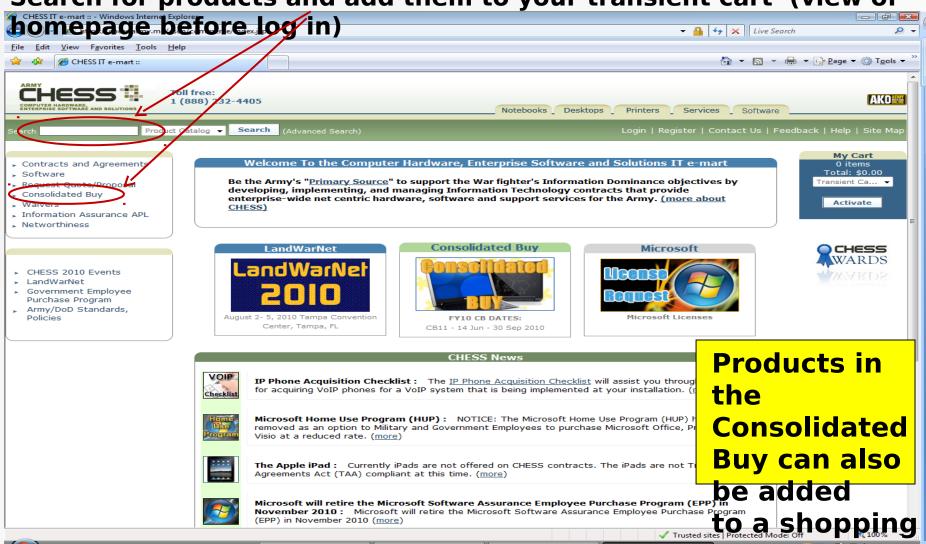




Create a Shopping Cart - CHESS Not logged in (Transient Cart) (COMPUTER HARDWARE, SOFTWARE AND SOLUTIONS



Search for products and add them to your transient cart (view of



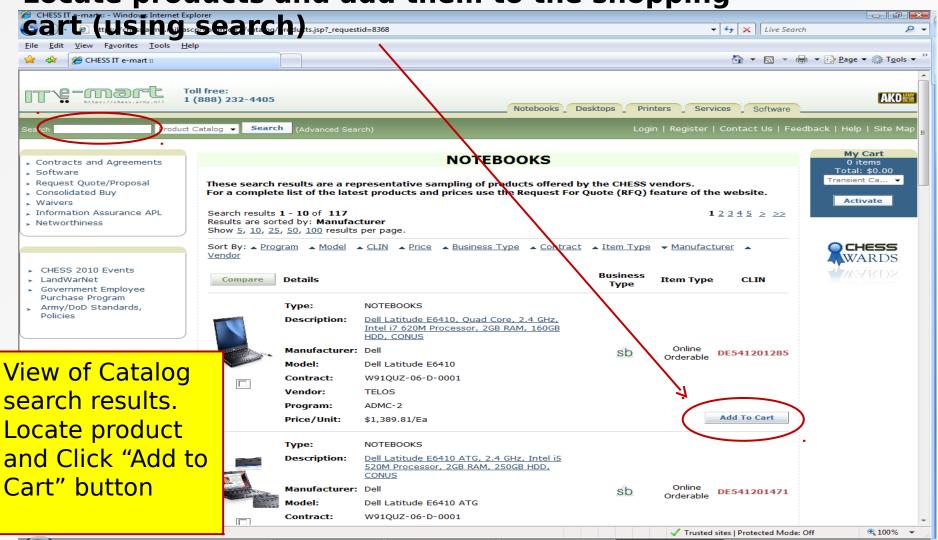


cart

Create a Shopping Cart - CHESS Not logged in (Transient Cart) (CONSTITUTIONS



Locate products and add them to the shopping

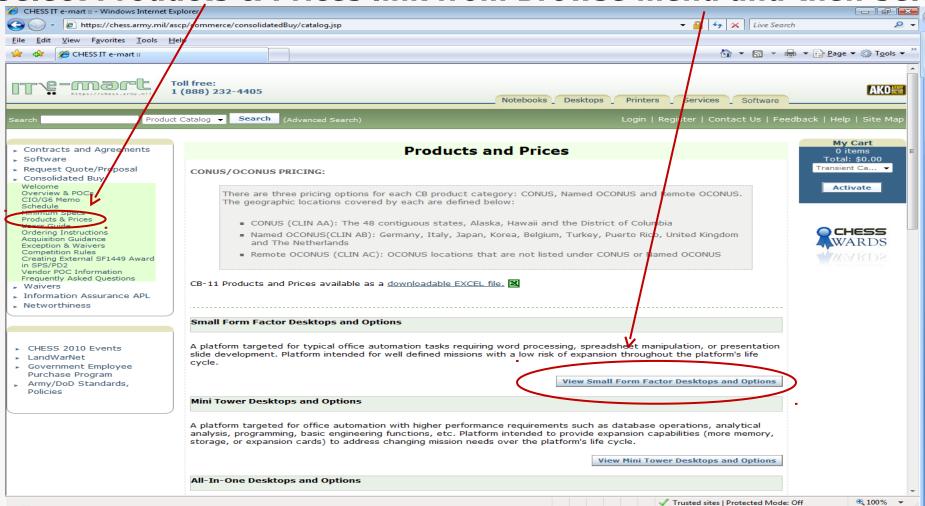




Create a Shopping Cart - CHESS Not logged in (Transient Cart) (CONTENTIMENT AND SOLUTIONS



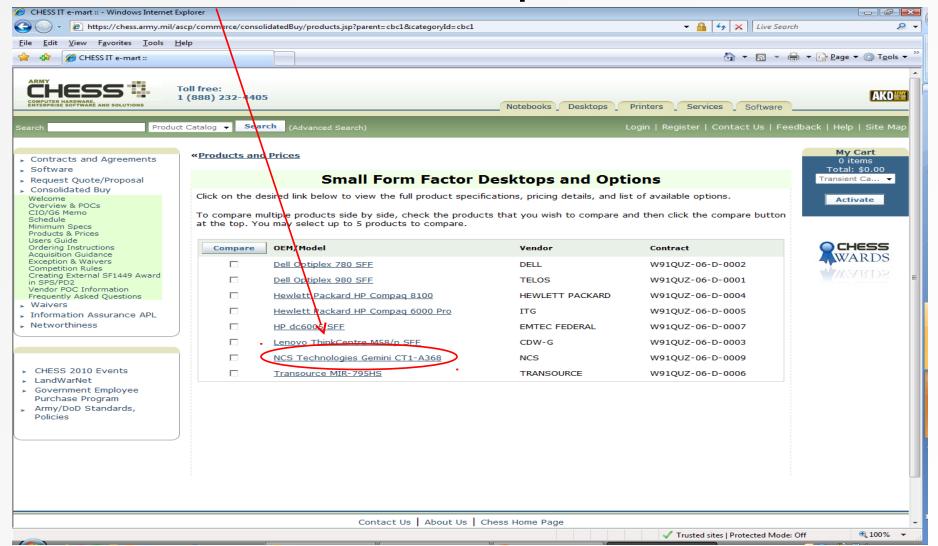
Locate products and add them to the shopping cart (using CB pro Select Products & Prices link from Browse menu and then Select





Create a Shopping Cart - CHESS III. Not logged in (Transient Cart) (CONTY) ARE, VARE AND SOLUTIONS

Click on OEM/Model link to select product.

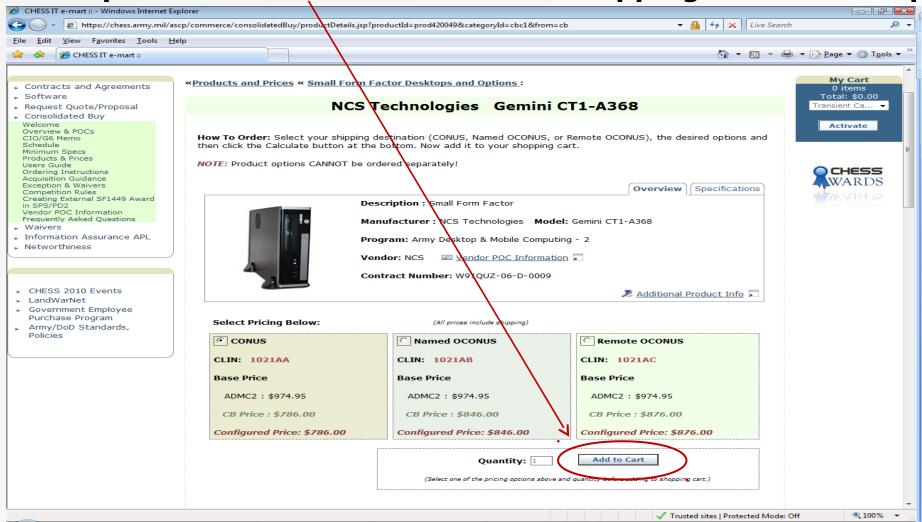




Create a Shopping Cart -Not logged in (Transient Cart) (CONT POPULAR AND SOLUTIONS

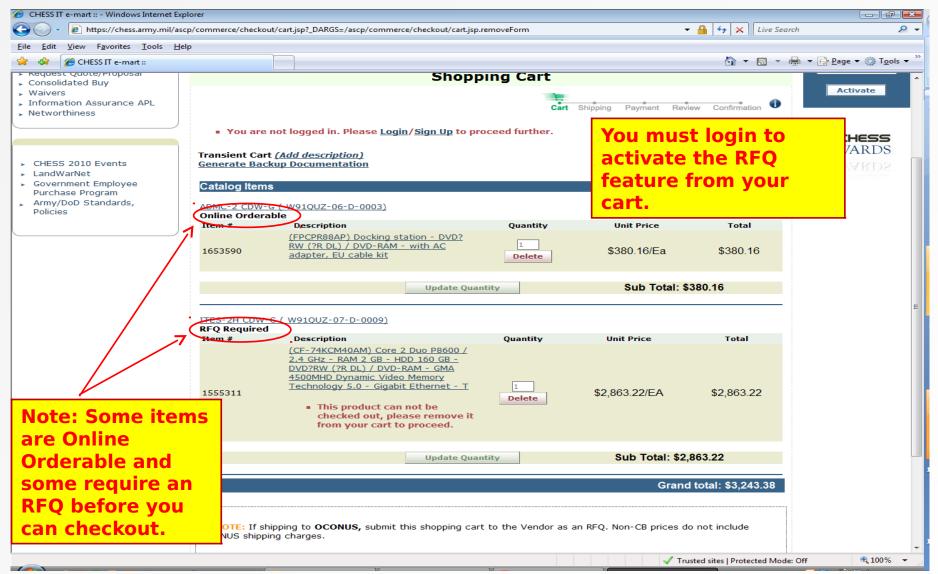


Locate products and add them to the shopping cart (view of page





Create a Shopping Cart - CHESS III

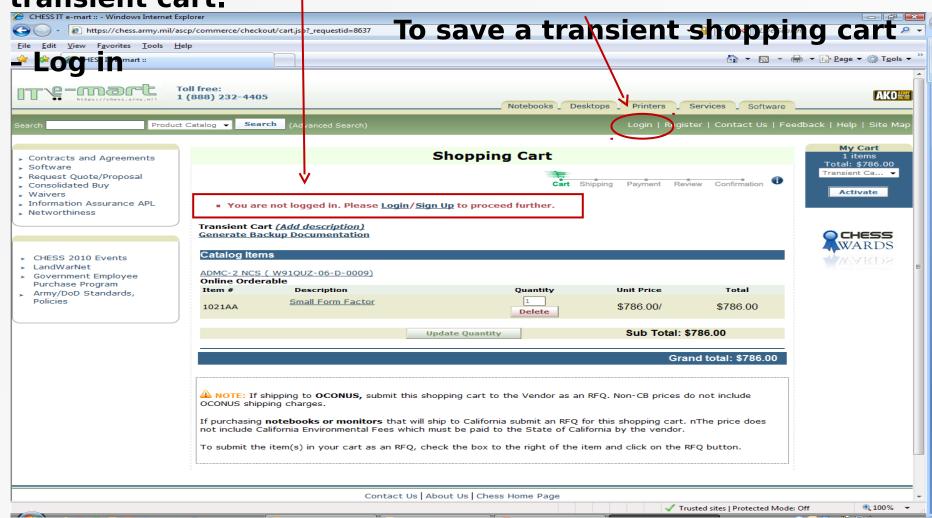




Create a Shopping Cart - Not logged in (Transient Cart)



Notification that you are not logged in appears in the transient cart.



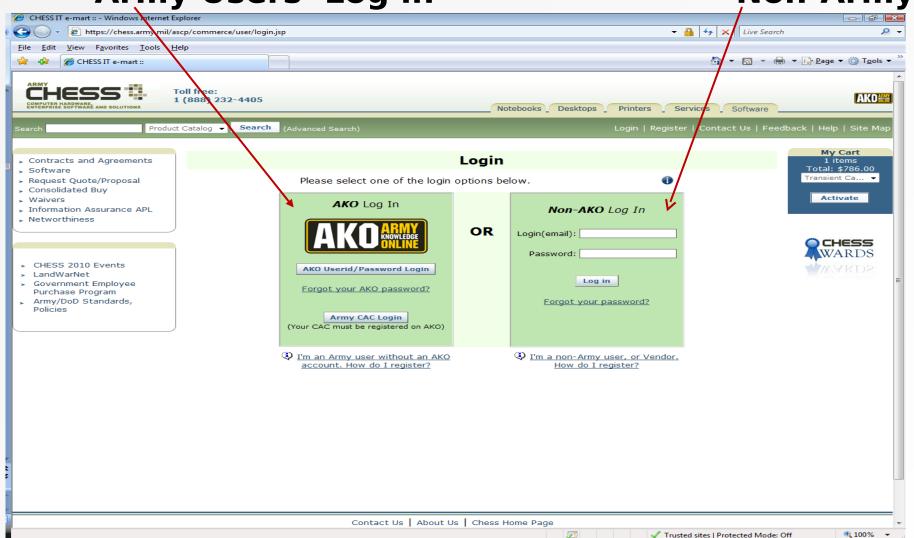


Create a Shopping Cart - CHE Not logged in (Transient Cart) (CONSTITUTIONS



Army Users Log in

Non-Army Us

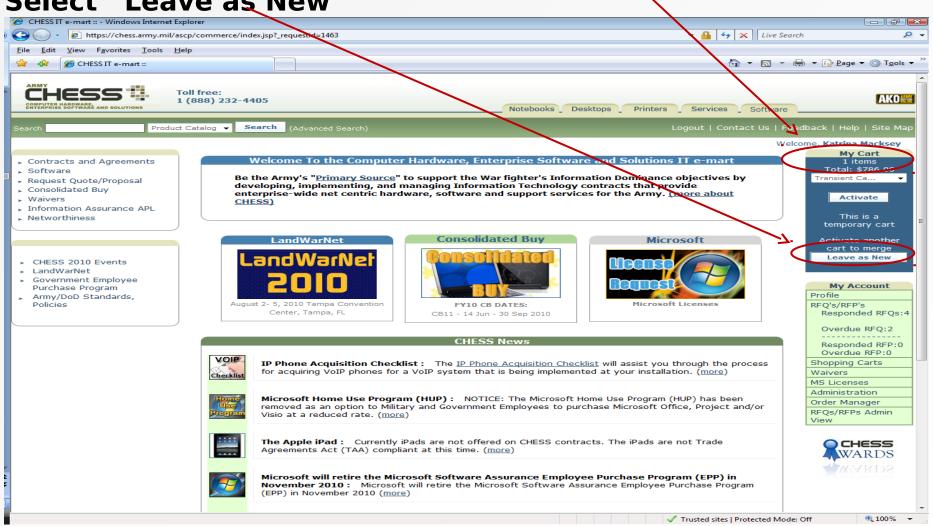




Create a Shopping Cart - Logged in (Transient Cart)



After log in - Access the transient cart by clicking on the "items/ Select "Leave as New"

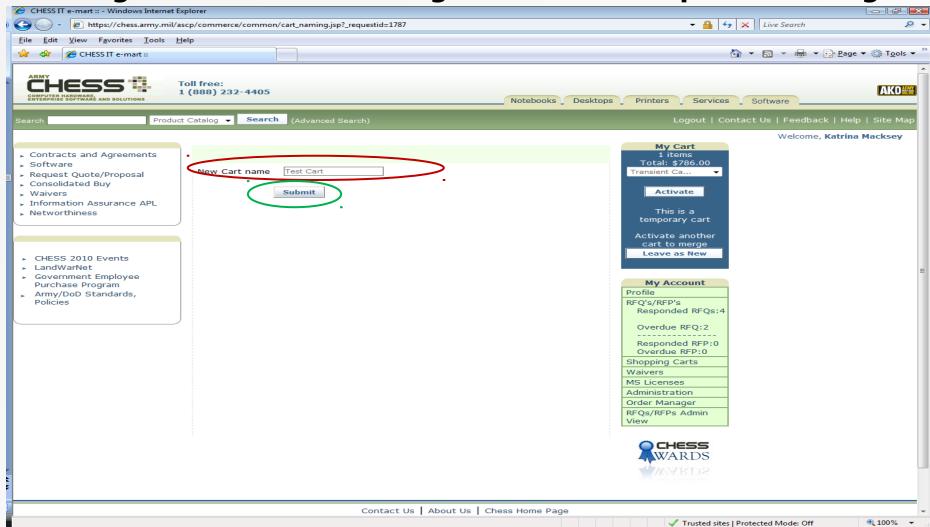




Create a Shopping Cart - Logged in (Transient Cart)



Naming the cart and clicking on submit completes saving the ti

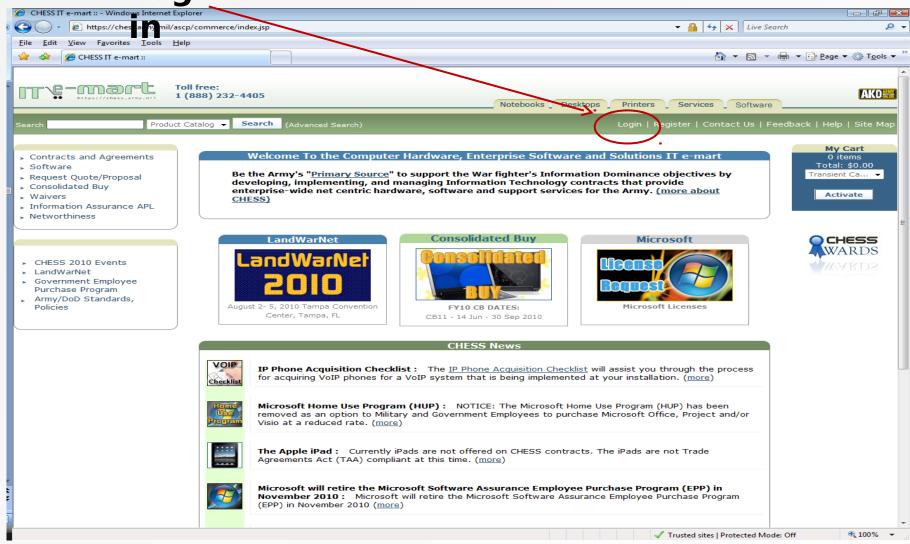




Create a Shopping Cart - Logged in (Saved Cart)



Log

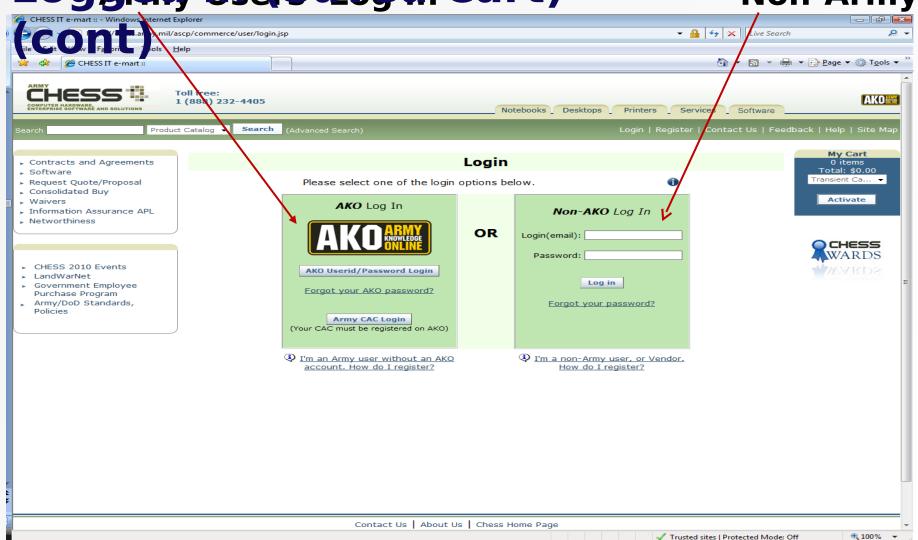


Create a Shopping Cart



Logged is & Save th Cart)

Non-Army Us

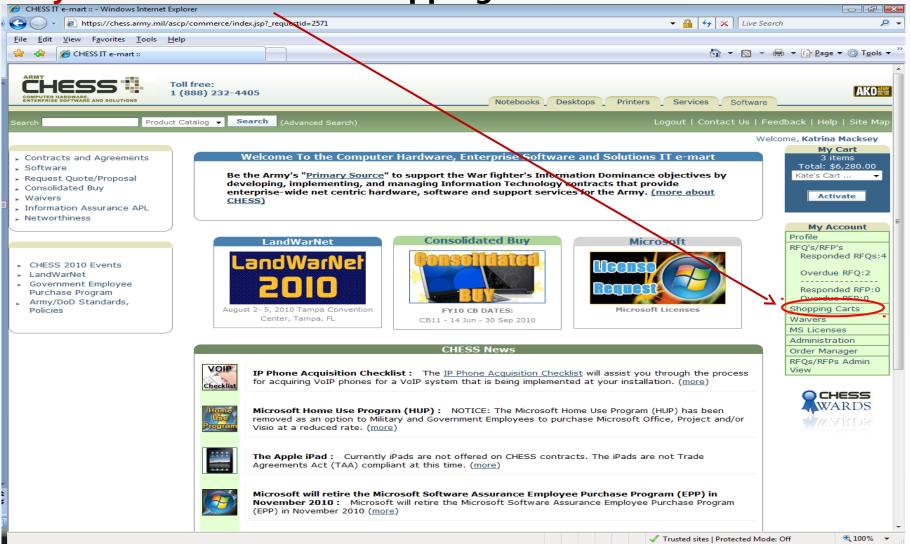




Create a Shopping Cart - Logged in (Saved Cart) (cont)



My Account - Select "Shopping Carts" to create a new cart

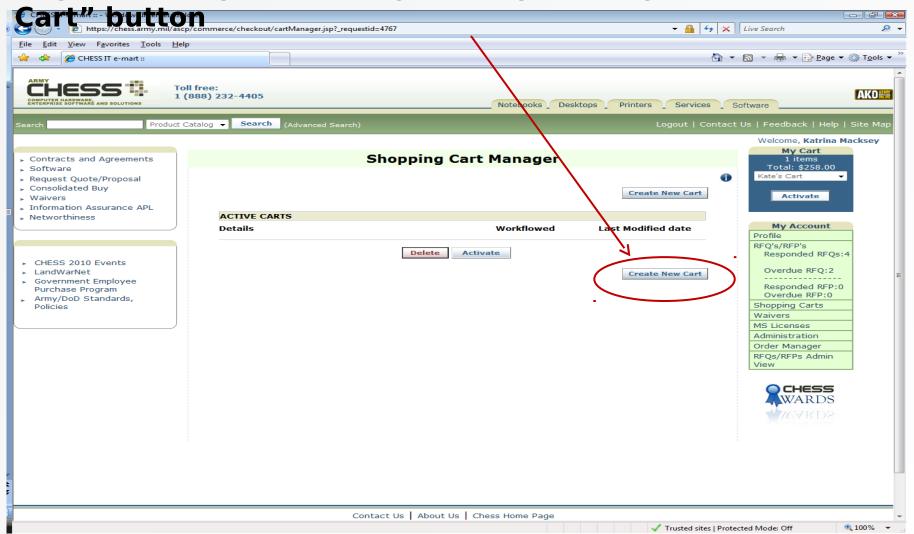




Create a Shopping Cart - C



Begin Cart (cont) on "Create New

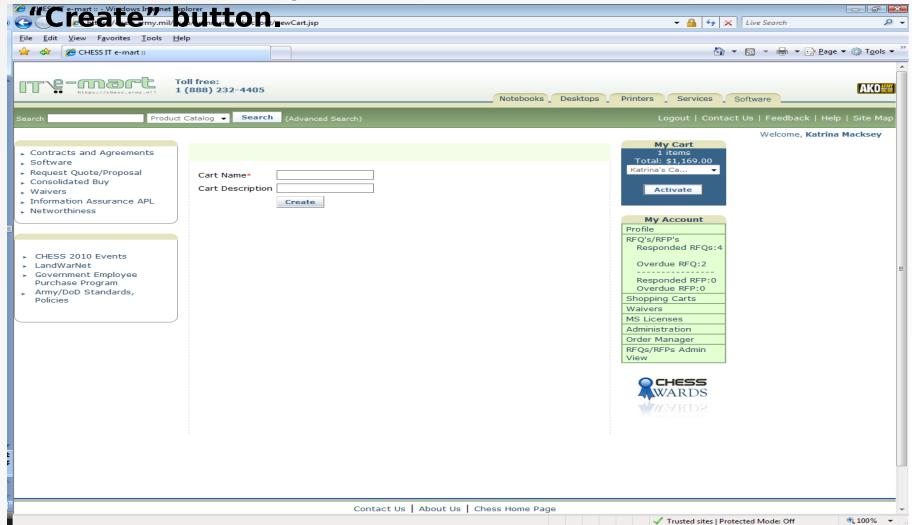




Create a Shopping Cart - Logged in (Saved Cart) (cont)



Enter a name for your cart and click

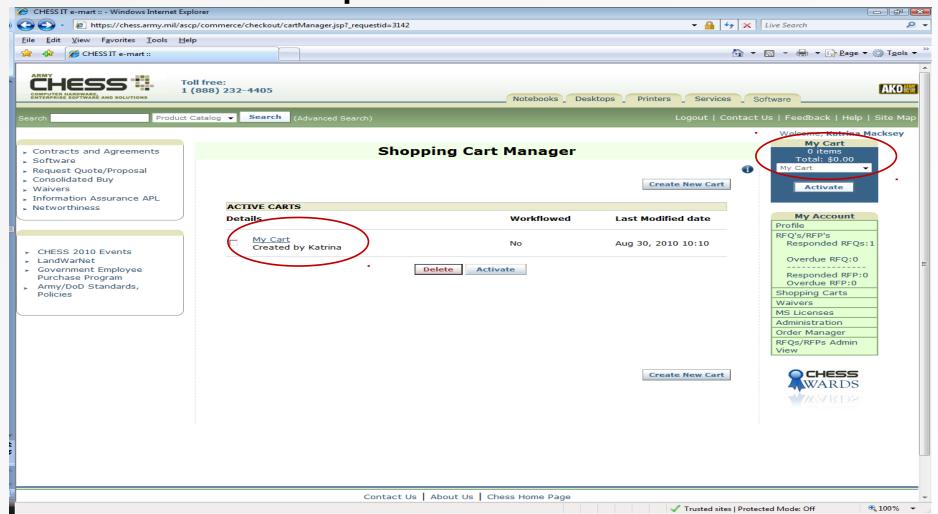




Create a Shopping Cart - Logged in (Saved Cart) (cont)



New cart will appear in the Shopping Cart Manager. Click on the cart name to open the cart.

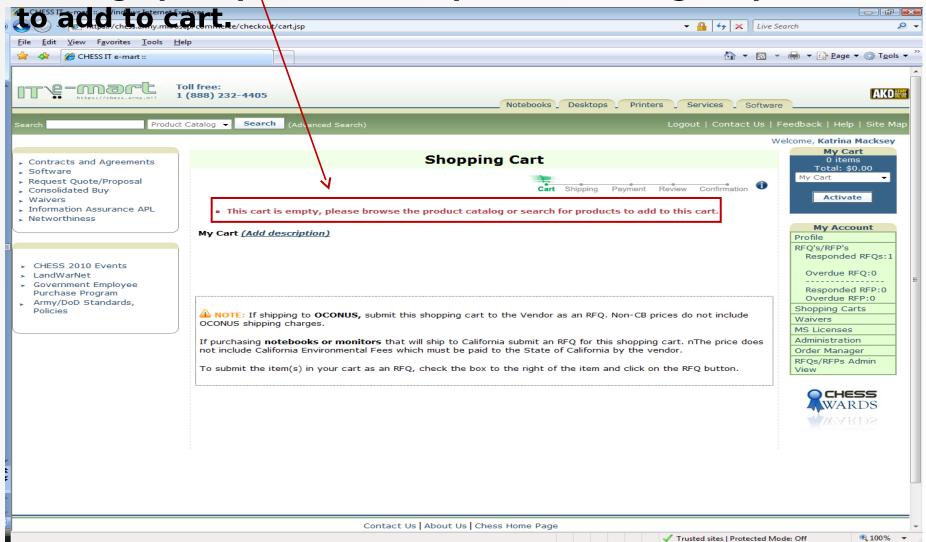




Create a Shopping Cart - Logged in (Saved Cart) (cont)



Message prompts to browse product catalog for products







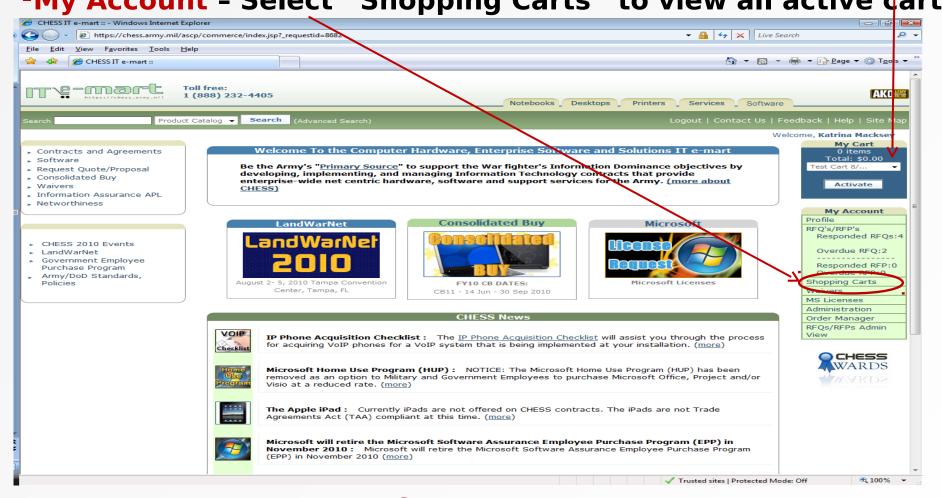
ACCESS A SHOPPING CART



Access a Shopping Cart



My Cart - Select Cart from drop down menu and click the "Active or click on "items/total:" link to see a specific cart
 My Account - Select "Shopping Carts" to view all active carts of the count of the count of the carts of the







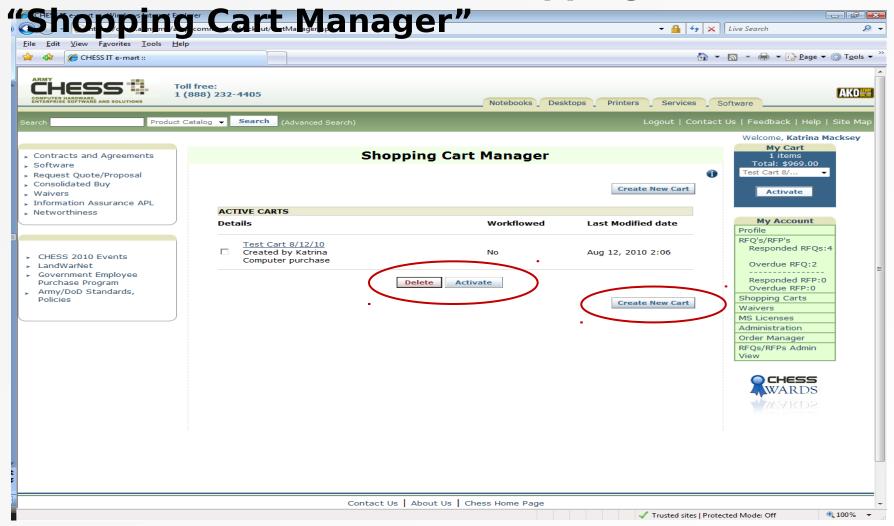
MANAGE A SHOPPING CART



Manage a Shopping Cart



Activate, create or delete shopping carts in the



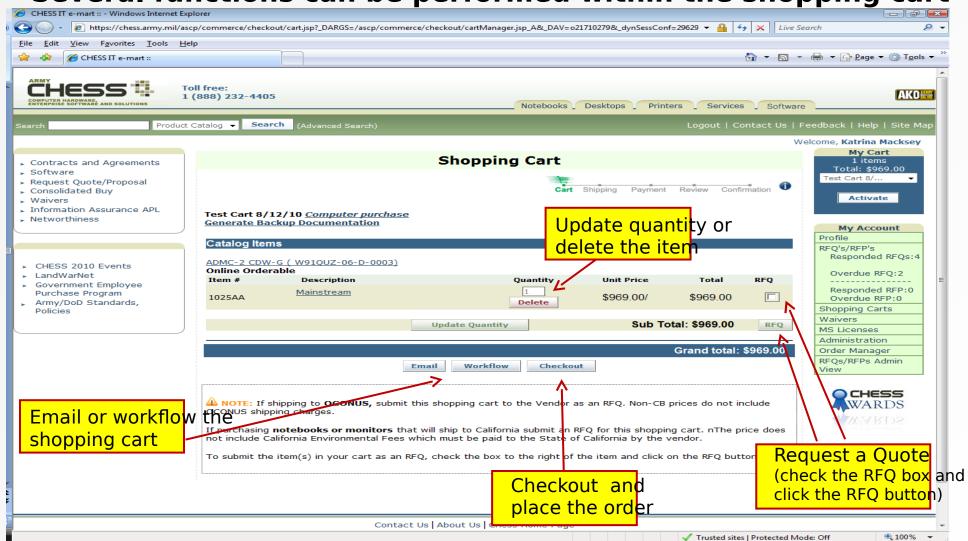


Manage a Shopping



Cart (cont)

Several functions can be performed within the shopping cart

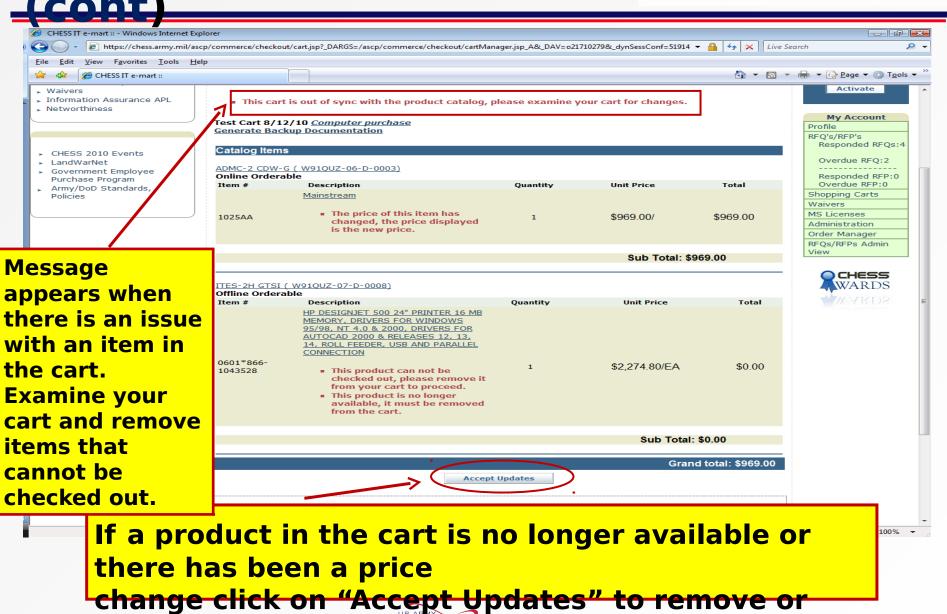




Manage a Shopping Cart

update the product/price. E







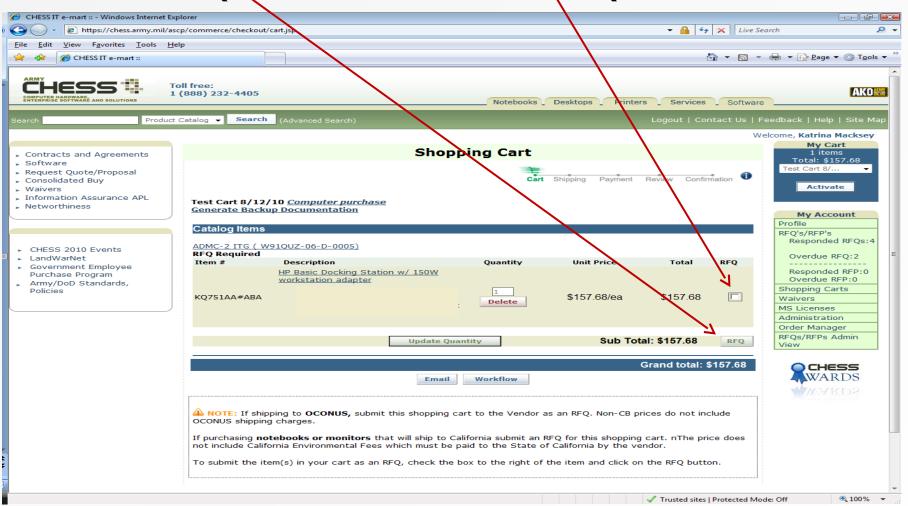
CREATE AN RFQ FROM A SHOPPING CART



Create an RFQ from

ENTERPRISE SOFTWARE AND SOLUTIONS

- **Shopping Cart** Check the RFQ box next to each item for which you want a q
 - Click on RFQ button to access the RFQ tool

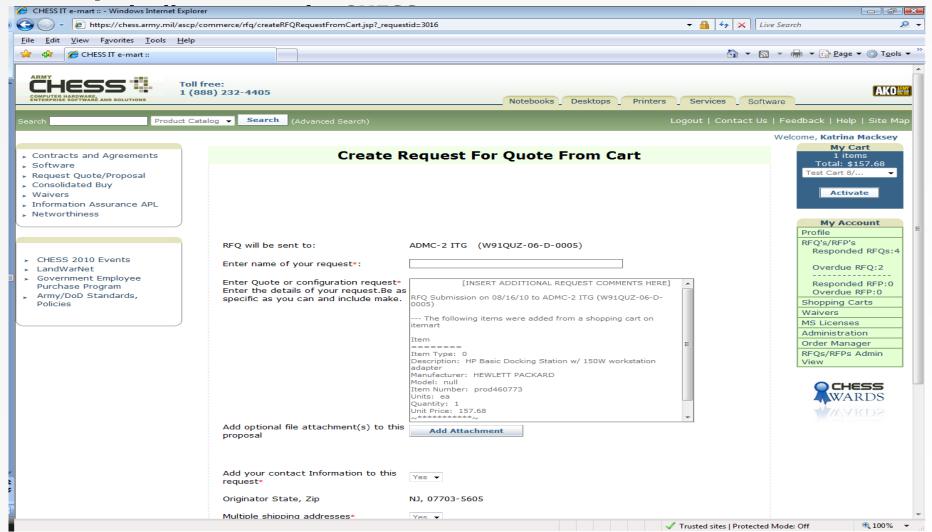






Create an RFQ (cont)

Complete the RFQ information and submit - RFQ

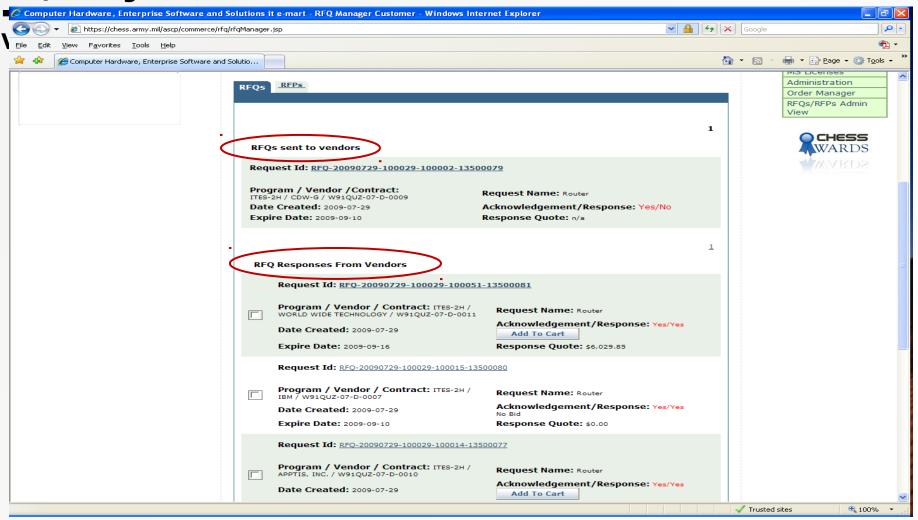




Create an RFQ (cont)



Shopping cart RFQs will appear in "RFQ Sent to Vendors" area of the RFQ Manager





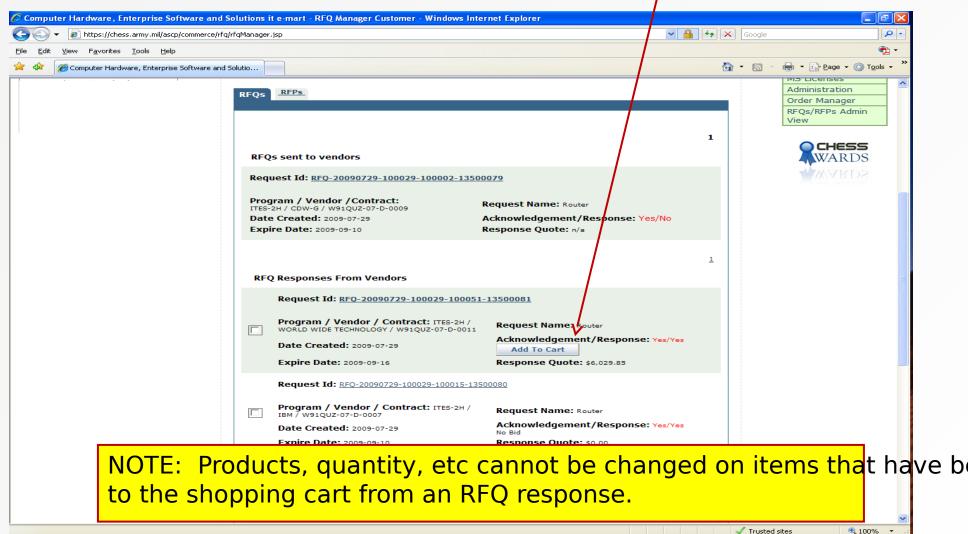


ADD RFQ ITEMS TO A SHOPPING CART



Add RFQ Items to a Shopping Land Solutions

Add the RFQ to the shopping cart by clicking on the "Add to Car







WORKFLOW A SHOPPING CART



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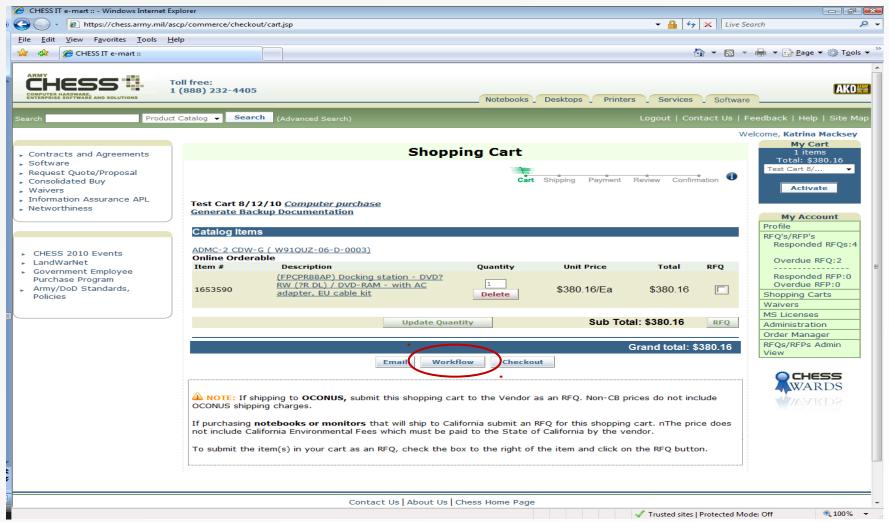
- It allows individuals to collaborate on shopping carts
- An end-user can include budget or other information, improving communication within workgroups
- A log documents who has reviewed the shopping cart and displays their remarks
- Anyone within the workflow group can execute the shopping cart by placing a credit card order through the CHESS it e-mart

Workflow a Shopping



Cart

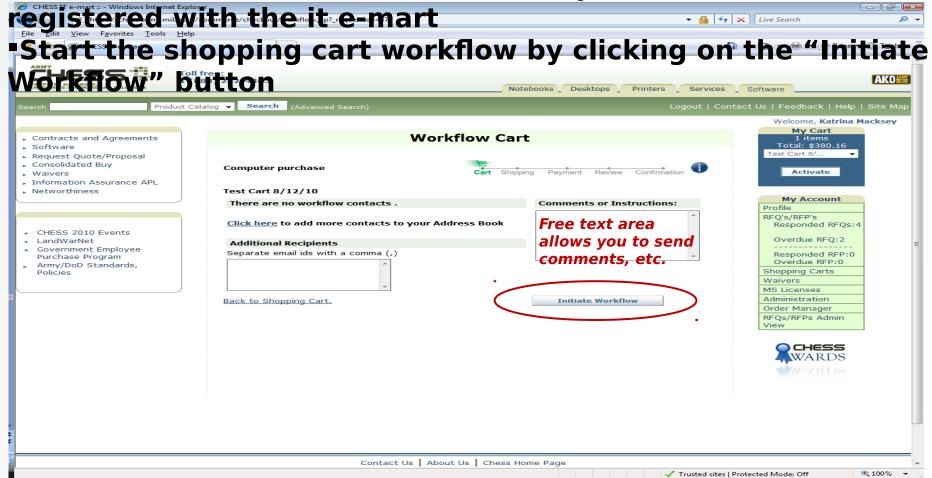
Click on the "Workflow" button to begin workflowing





Workflow a Shopping Cart CHESS IN Workflow a Shopping Cart CHESS IN COMPUTER HARDWARE, SOLUTIONS OF TWARE AND SOLUTIONS

- *Enter email addresses of the people to receive/review the shopping cart
- Email address must be accurate and person must be

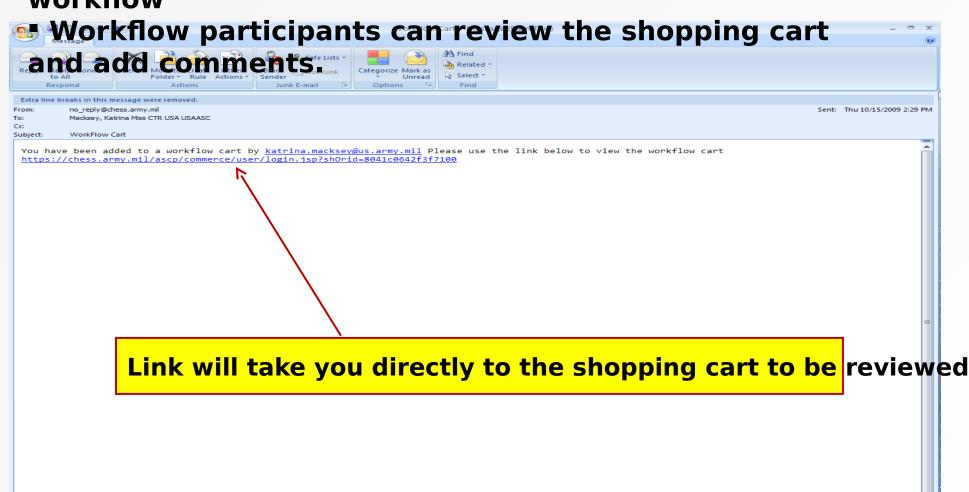


Workflow a shopping



cart (cont)

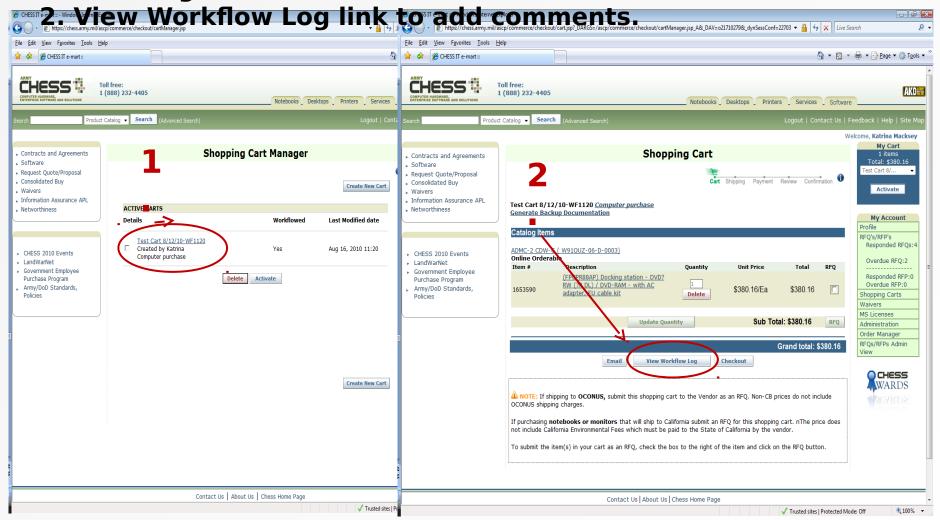
 An email is sent to people in the shopping cart workflow





Workflow a Shopping Cart CHESS III

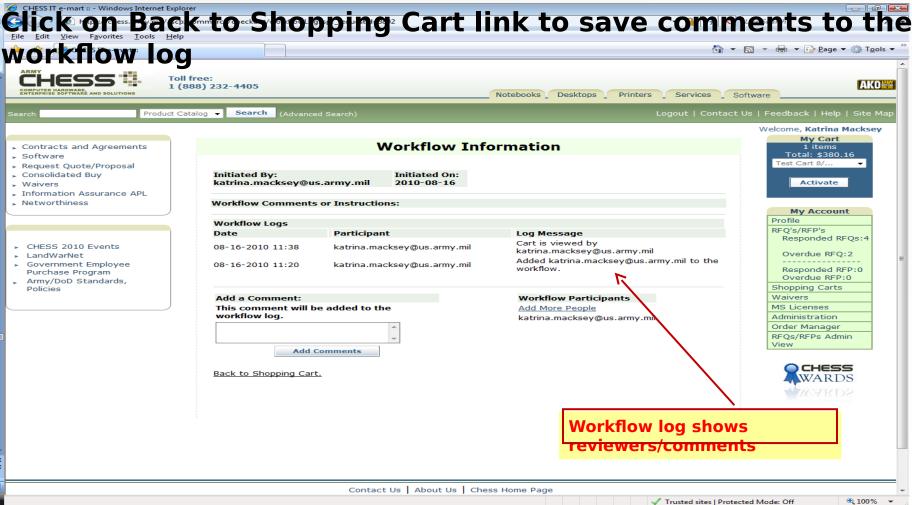
1.Access workflowed shopping carts through the "Shopping Cart Manager"



Workflow a Shopping



Cart (cont)
Review the cart and add comments - Click on "Add Comments" button.

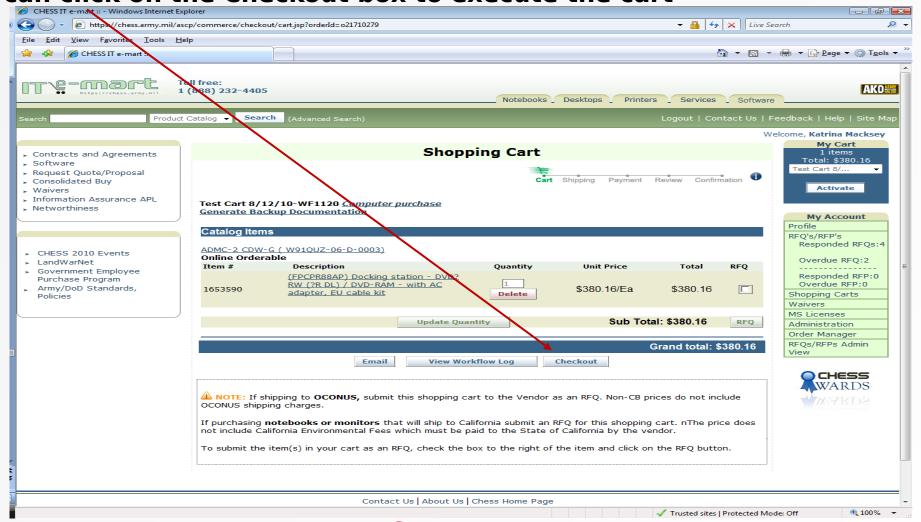




Workflow a Shopping Cart to the



When all reviews are complete, anyone in the workflow can click on the Checkout box to execute the cart





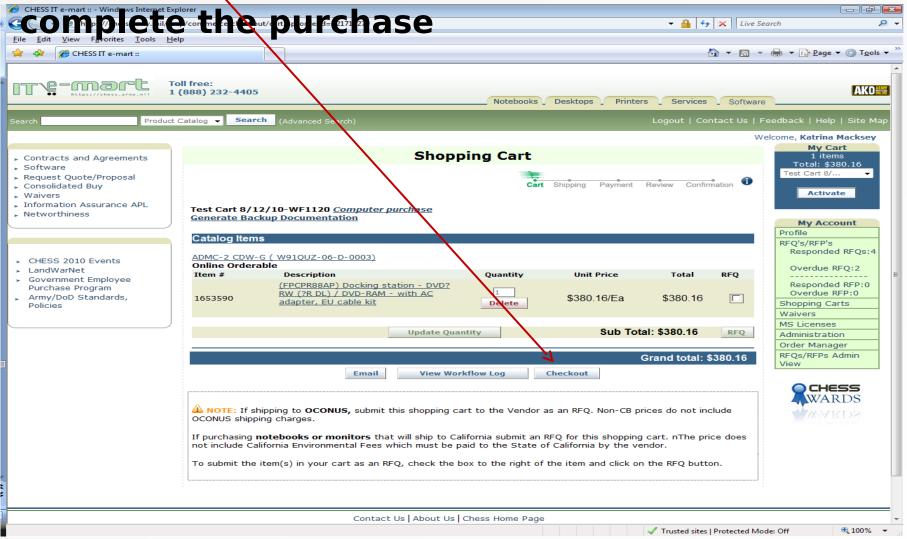


EXECUTE A SHOPPING CART



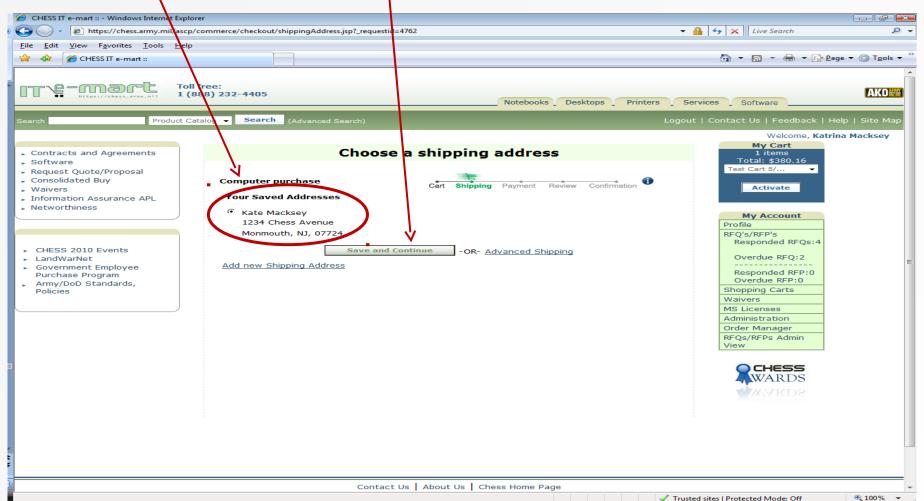


Click on "Checkout" button to



Execute a Shopping Cart CHESS III

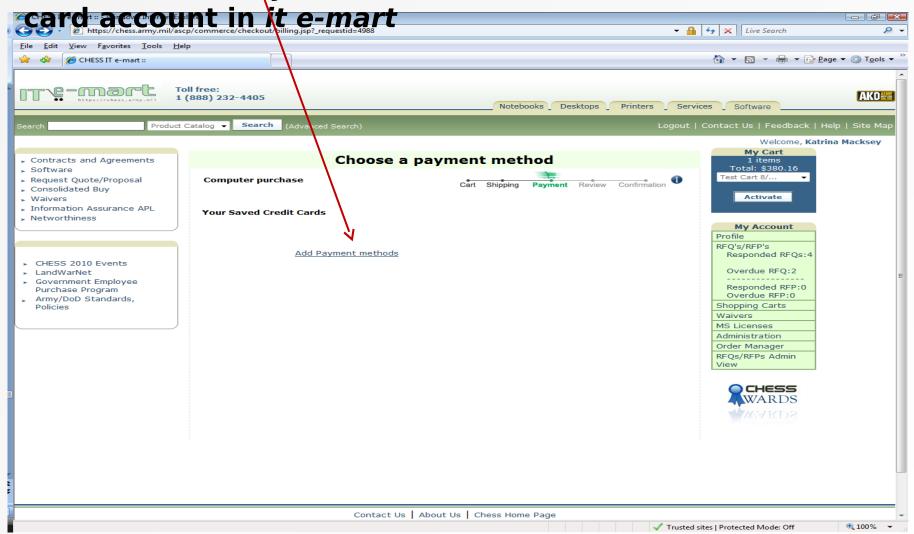
Choose or add a shipping address Click on "Save and Continue" button





Execute a Shopping Carten Computer HARRWARE, AND SOLUTIONS

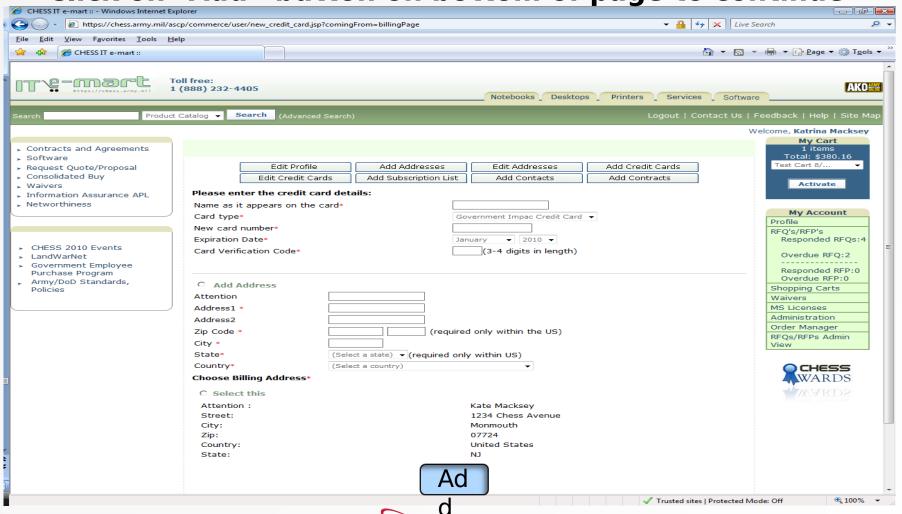
Click on "Add Payment Method" to create a credit





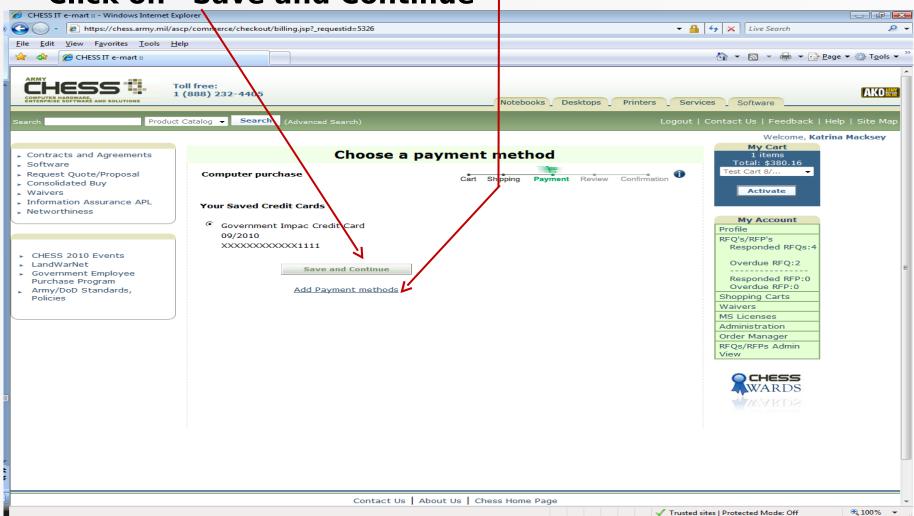


- Complete, edit and add information as required
- Click on "Add" button on bottom of page to continue





- Add additional payment methods if necessary
- Click on "Save and Continue"



Execute a Shopping Carten Computer HARRWARE, COMPUT

- Review information
- Attach any documents you wish to forward to the CHESS vene
 Click on "Execute Cart" button to send the order to the

